



<b>INTERNAL MANAGEMENT POLICY &amp; PROCEDURE</b>	<b>SECTION NUMBER</b>  <b>01-140</b>	<b>PAGE NUMBER</b>  <b>1 of 4</b>
	<b>CHAPTER &amp; SUBJECT:</b>  <b>ADMINISTRATION: Public Information Program</b>	
<b>Approved By:</b>   <b>Teresa Williams, Acting Commissioner</b>		<b>Original Date Issued: 04/27/00 (01-155; 01-160); 05/01/00 (01-140)</b>
		<b>Current Amendment Effective: 01/18/13</b>
		<b>Replaces Amendment Issued: 03/25/02</b>

## POLICY

The Juvenile Justice Authority (JJA) shall establish a public information program to actively and constructively work with other components of the criminal justice system and the news media, and to inform and educate the public of special events, issues, policies, and procedures within JJA. The public information program shall be annually reviewed to determine its effectiveness in implementing this policy and the program shall be updated as necessary. (2-CO-1A-25; 4-JCF-6G-02)

A public information manager shall serve as the primary spokesperson for JJA and shall be responsible for developing and maintaining the agency's information program. At each facility, a public information officer shall be designated by the superintendent to respond to routine requests for information and serve as spokesperson for the facility.

All submitted requests referencing the Kansas Open Records Act or the Freedom of Information Act shall be immediately forwarded to the freedom of information officer in central office.

Inquiries from other agencies, officials, the media or the general public regarding operations or specific juvenile offenders shall receive an accurate and timely response with due regard for confidentiality statutes and regulations. (2-CO-1A-26) All requests regarding emergency situations affecting a departmental office or facility shall be referred to the public information manager or the appropriate facility public information officer. Approved news releases and other information regarding special events and incidents of special interest shall be disseminated to the media in a timely and controlled manner with such limitations as necessary to preserve the security and operations of agency facilities and privacy considerations of staff and juvenile offenders.

## DEFINITIONS

Freedom of Information Officer: An employee appointed by the commissioner and responsible for:

- Preparing educational materials, brochures, and information concerning the Open Records Act;
- Responding to inquiries relating to the Open Records Act; and
- Assisting with resolving disputes relating to Open Records Act requests.

Public Information Officer: An individual assigned the responsibility to coordinate a public information program of a facility or community program.

Public Information Manager: The central office designee responsible for the overall administration of the agency's public information program.

## **PROCEDURES**

### **I. Responsibilities of the Public Information Manager**

- A. The public information manager shall be responsible for:
  - 1. Establishment and maintenance of guidelines identifying which types of information requests should be responded to by the public information officer and which should be responded to by the facility public information officer;
  - 2. Support and consultation for facility public information officers;
  - 3. Preparation and distribution of news releases approved by the commissioner or designee;
  - 4. Initiation of contacts and maintaining good relations with statewide media representatives (2-CO-1A-27); and,
  - 5. Response to all media inquiries received in the central office.

### **II. Designation of Public Information Officers**

- A. Each superintendent shall designate a public information officer for their respective facility and provide the public information manager the name of the person so designated.
- B. Any changes in personnel designated as public information officer shall be reported to the public information manager within ten (10) working days of the change.

### **III. Responses to Requests for Emergency Information (2-CO-1A-27-1; 4-JCF-6G-04)**

- A. All agency staff receiving inquiries or media requests for information regarding an emergency situation shall refer the inquiry/request to the appropriate public information officer.
- B. Media contacts, pre-scheduled news conferences and news releases concerning emergency situations shall be in accordance with provisions of the agency and/or facility emergency plans.
- C. All news releases regarding emergencies shall be reviewed and approved by the commissioner, as determined appropriate by the commissioner.
- D. The public information manager and/or the public information officer shall verify the accuracy of information and coordinate all releases of information consistent with concerns for privacy of staff and juvenile offender, and the interest of safety and secure operations of the office or facility involved in the emergency.

### **IV. Format of Requests**

- A. All oral requests for public information shall be responded to, provided the information does not fall under the confidentiality protections of the Kansas Revised Juvenile Justice Code and the exceptions under the Kansas Open Records Act. Such exceptions include, but are not limited to:
  - 1. Records of which the disclosure of which is specifically prohibited by law;
  - 2. Criminal investigation records compiled in the process of preventing; detecting or investigating violations of criminal law;
  - 3. Certain personnel records and records which identify individuals and would constitute clearly unwarranted invasion of personal privacy, and
  - 4. Attorney/client privileged information.

- B. In some situations, when a request is unclear, the Juvenile Justice Authority may request the inquiry be made in writing. This ensures that the agency is able to provide accurate, useful information.

**V. Charges for Information**

- A. If the information is easily accessible and may be provided by telephone, no fee is assessed.
- B. If the information is easily accessible, a fee of 25 cents for each page is assessed.
- C. When the compilation of the information will be time consuming, the agency may charge for staff time spent in gathering the data based on actual cost. Before the information is gathered, the public information officer will obtain agreement from the requestor for the estimated charges.
- D. Charges for computer records and related services will be determined based on actual costs, as applicable.
- E. If copies are mailed, the cost of postage shall be included in the charge.
- F. In general, charges will be billed to the appropriate sources and shall be paid by cash, certified check or money order. However, the agency retains the right to request payment in advance when the requested information is likely to be voluminous. All payments shall be deposited to the account from which the cost of furnishing the records is paid.

**VI. Requests for Information Not Readily Available**

- A. When anyone requests information that is not readily available, the Public Information Officer will handle the request on an individual basis with the affected staff.

**VII. Cooperation with Other Agencies and Elements of the Criminal Justice System (2-CO-1A-14; 1A-15)**

- A. The Juvenile Justice Authority (JJA) recognizes that the importance of cooperation with other agencies and the best interests of juvenile offenders require the cooperation of many elements of the corrections and juvenile justice systems to ensure juvenile offenders have the maximum opportunity to avail themselves of a full range of opportunities.
- B. JJA shall ensure that:
  - 1. Agency staff develop and maintain a working relationship with other corrections organizations as well as education, social welfare agencies, vocational training schools, mental health centers, and employment officers; and
  - 2. Sentencing courts, intake units, releasing authorities, juvenile intensive supervised probation and case management officials and others be fully informed of the programs, procedures and services that are available to juvenile offenders within JJA's jurisdiction.
    - (a) A comprehensive, timely program shall be developed to identify relevant entities and keep them informed of all changes in programs, procedures and services in JJA.

**RESCIND AND REPLACE**

This policy will rescind and replace the following IMPP's:

IMPP JJA-01-140 Public Information

IMPP JJA-01-155 Cooperation with Other Elements of the Corrections and Juvenile Justice System

IMPP JJA-01-160 Consultation with Other Agencies

**REPORTS REQUIRED**

None.

**REFERENCES**

Freedom of Information Act, and amendments thereto.  
Kansas Open Records Act, and amendments thereto.  
Kansas Revised Juvenile Justice Code, and amendments thereto.  
ACA: 2-CO-1A-14; 1A-15; 1A-25; 1A-26; 1A-27; 1A-27-1  
JCF: 4-JCF-6G-02; 6G-04

**ATTACHMENTS**

None.



## EMPLOYEE STATEMENT OF RECEIPT AND ACKNOWLEDGMENT OF IMPP OR FACILITY ORDER

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**SUBJECT:**

☐ **IMPP NUMBER:**

☐ **KJCC FACILITY ORDER NUMBER:**

☐ **LJCF FACILITY ORDER NUMBER:**

**TITLE:**

**EFFECTIVE DATE:**

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I have received one (1) electronic copy of the IMPP or Facility Order as titled above. I acknowledge that I have read and have had the opportunity to ask questions about the policy or Facility Order. I further acknowledge that I understand and agree to comply with the policy or Facility Order.

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NAME (Please Print)

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SIGNATURE

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DATE